



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 13-114A**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Retention Office Manager	AFSC: 8R000	OPEN DATE: 11 SEPTEMBER 2013	CLOSE DATE: 26 SEPTEMBER 2013
UNIT OF ACTIVITY/DUTY LOCATION: 168th Air Refueling Wing, Eielson Air Force Base, Alaska		GRADE REQUIREMENT: Minimum: E5 Maximum: E7	
SELECTING SUPERVISOR: CMSgt Hunt	VACANCY: 0713502	PHYSICAL PROFILE: PULHES -111321	

AREAS OF CONSIDERATION

- Area 1 On Board AKANG AGR (ANY AFSC)
- Area 2 Alaska Air National Guard members (ANY AFSC) (CHANGE)
- Area 3 Alaska Air and Army National Guard members (ANY AFSC)
- Area 4 Nationwide (Military members eligible for membership in to the AKANG (ANY AFSC)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Develop, supervise, and manage Air Force retention programs. Assist commanders and supervisors in career counseling
- Advise on career progression and planning, monitors mandatory pay and benefits briefing programs, and conducts advertising and publicity programs
- Facilitate Informed Decision seminars, NCO/SNCO Professional Enhancement Courses, individual career counseling sessions
- Advise on retention activities and programs as well as Enlisted Professional Enhancement opportunities
- Conduct interviews to determine factors that negatively influence the career decision and develops programs to address local concerns
- Monitor mandatory pay and benefits briefings program to ensure Airmen are briefed at appropriate intervals
- Help commanders develop career information and motivation programs
- Assist supervisors and commanders in counseling enlisted personnel on reenlistment opportunities and benefits
- Advise enlisted personnel on Air National Guard program benefits and opportunities
- Monitor retention programs, and provide reports and statistics to help commanders assess retention trends
- Develop publicity programs. Plan and direct promotional projects to promote continued service
- Work recruiters to advertise benefits and opportunities of Reserve and Guard duty
- Prepare and distribute publicity to Airmen contemplating a career decision
- Plan, organize and direct NCO and SNCO Professional Enhancement (PE) Courses
- Plan and organize requirements for education, facilities, space equipment, visual aids, and supplies
- Plan and organize phases of education, student flow, and class schedules consistent with production goals and available resources
- Instruct and/or coordinate to obtain subject matter expert instructors for PE subjects
- Coordinate with unit commanders and first sergeants to schedule attendees
- Assist the Force Support Squadron in disseminating information on personnel programs and new guidance that affects the base populace
- Provide management consultant services relating to career opportunities, progression, and planning
- Interpret organizational surveys; evaluate program management effectiveness and provide feedback
- Develop an annual unit retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning
- Supervise/train traditional guard members who are directly involved in retention programs
- Assist RRS in establishing local recruiting and retention production standards based on unit strength requirements
- Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs
- Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds
- Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel
- Manage office administration and serve as POC for all wing retention activities
- Coordinate monthly with the ROS and the Unit Manpower Document Monitor to identify current and projected vacancies
- Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the ROS
- Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through RRS
- Generate reports to NGB/A1Y through the RRS IAW NGB guidance
- Ensure recruiting and retention goals are met as determined by the State RRS. Individual ROS and ROM goals will be comparable and may include; Enlistments, Appointments and Unit Saves
- Responsible for inputs and updates to GoANG admin website, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman
- Develop Unit Programs to include, Retention events, briefings, internal recruiting and advertising, UCA Training and Staff Assistance Visits
- Develop a partnership with appropriate wing offices for implementation of a Newcomer's Orientation Program and Sponsorship Program
- Perform additional duties as assigned

See page 2 for Initial Eligibility Criteria, Preferred Qualifications and All Required Documents for Considerations

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – GENERAL – 24
- **Prior qualification at the 5-skill level in any AFSC is mandatory**
- **Be qualified in Primary Air Force Specialty Code (PAFSC) and possess the appropriate skill level commensurate with grade/rank**
- Possess high standards of military appearance and conduct
- No recorded evidence of emotional instability, personality disorder, Post Traumatic Stress Disorder, or other unresolved mental health problems
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse
- Must maintain a valid state driver's license and able to operate a government motor vehicle (GMV) IAW AFI 24-301, *Vehicle Operations*
- Must attain/maintain training standards and task certifications according to specific duty position JQS and IAW AFRSI 36-2201, *Air Force Recruiting Service Training Program*
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates
- Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying
- Ability to speak distinctly
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

PREFERRED QUALIFICATIONS

- Must have a minimum of 2 years' experience as a Production Recruiter, Recruiting Office Supervisor or Recruiting and Retention NCO
- Must have demonstrated the capability of maintaining recruiting production standards. Must possess an overall knowledge of the ANG Recruiting Program
- Must possess knowledge, skill and proficiency in time management and sales techniques
- Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications
- Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community
- Completion of the applicable sales training / coaching programs within one year of assignment is mandatory
- Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory
- Attendance at in-residence PME Course is desirable

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** Items 1-10 are **required** by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. CURRENT AGR/Mobility/ADSW Orders (If applicable)
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Cover Letter & Resume
8. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

****SUBMIT SINGLE SIDED DOCUMENTS / NO STAPLES / NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.